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भारतीय प्रौद्योगिकी संस्थान भिलाई Indian Institute of Technology Bhilai



Recruitment Rules and Promotion Policy (First Revision 2025)

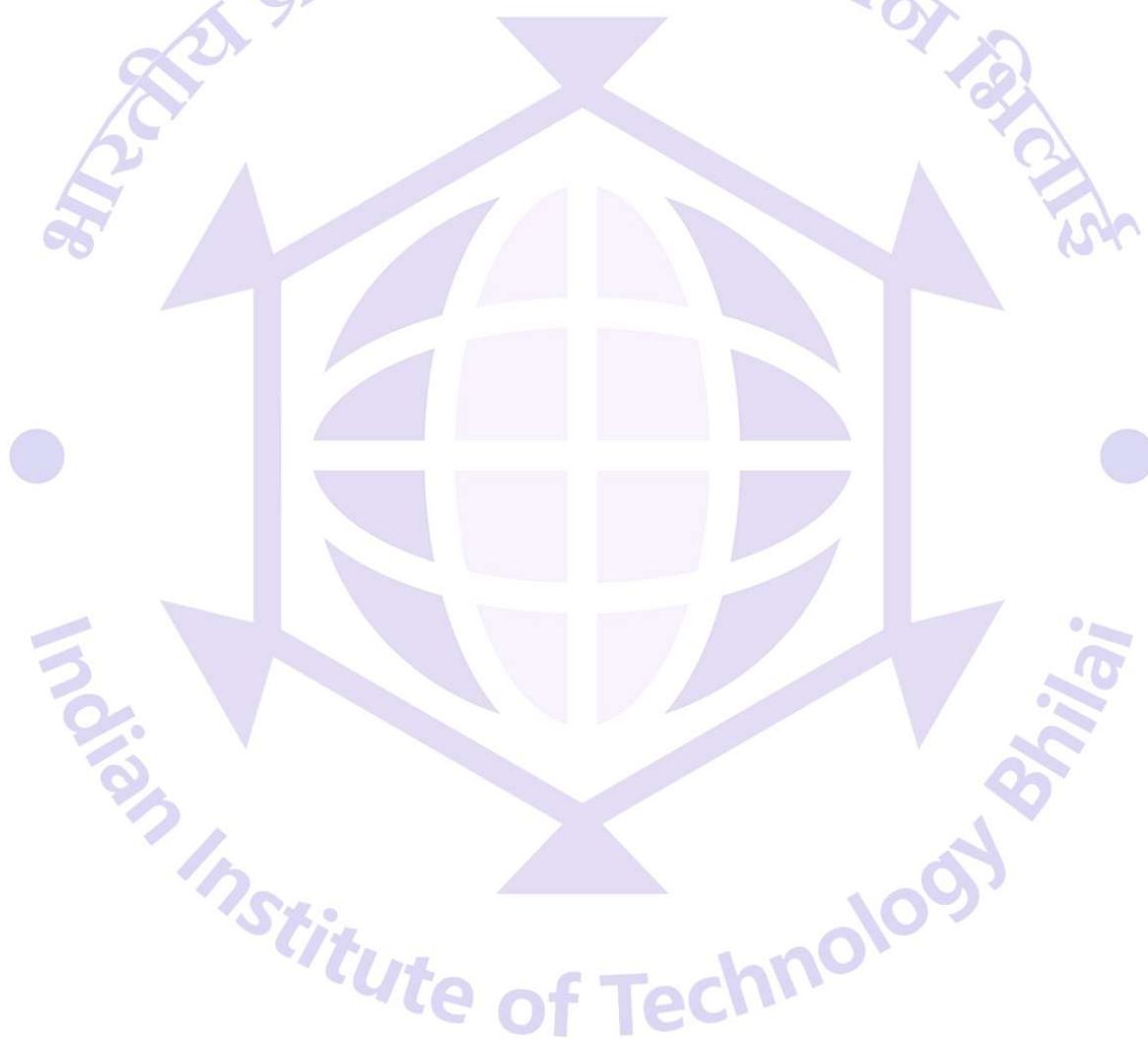
[For Administrative and Technical Posts]

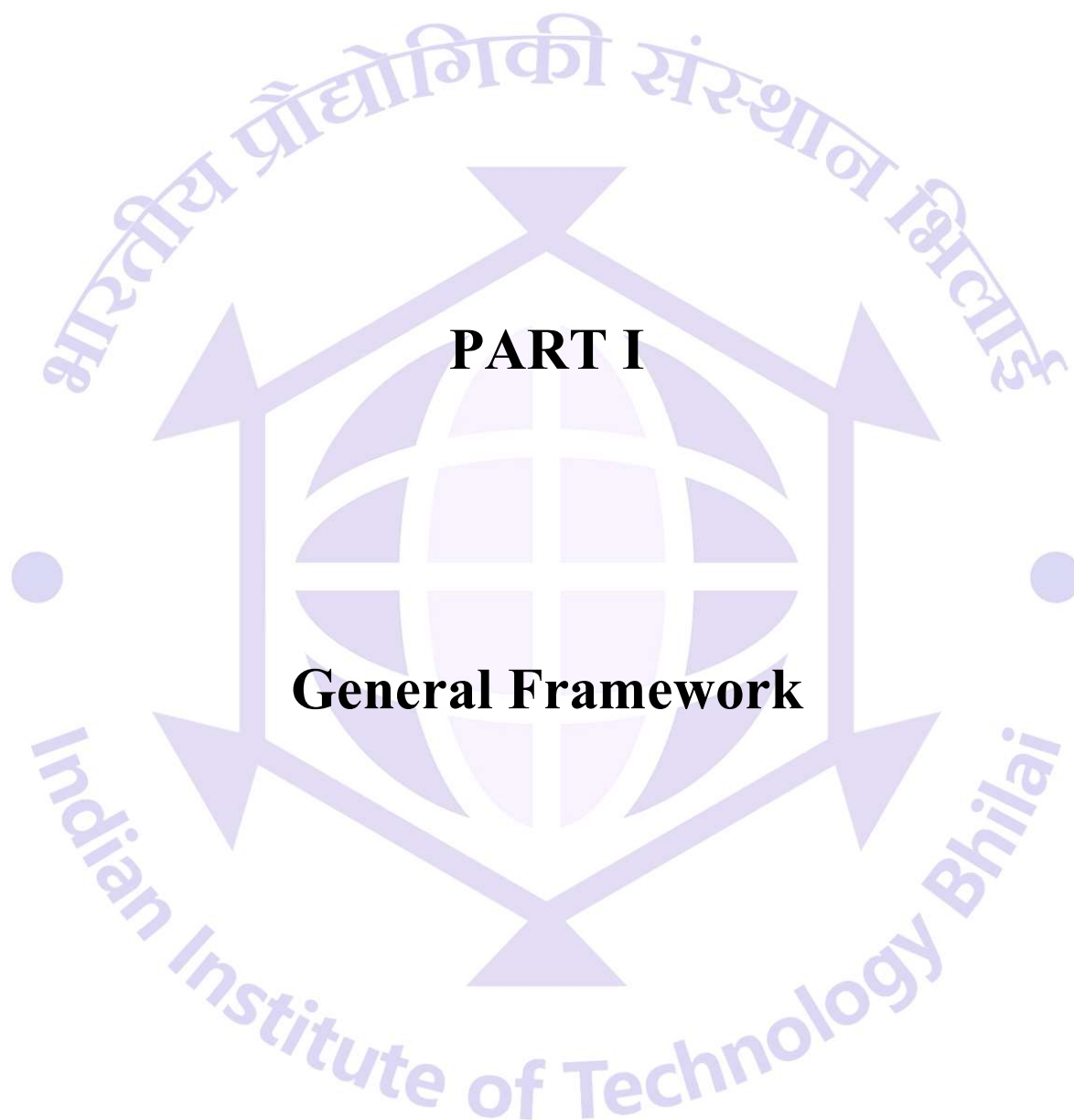


Approved by the Board of Governors, IIT Bhilai in its 24th meeting held on 06th October 2025 vide Notification No. IITBhilai/RO/2025/085 dated 27th October 2025

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

Description	Page No.
Part I: General Framework	2-19
Part II: Summary of All Cadres	20-24
Part III: Recruitment and Promotion Schedule	25-76





PART I

General Framework

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1. These Policies/Rules shall be called as “IIT Bhilai - Recruitment Rules and Promotion Policy (First Revision 2025) for Administrative and Technical posts”.
2. The Policies/Rules shall be applicable to all posts mentioned herein.
3. Any relaxation /amendment in these rules shall be done only with the approval of the Board of Governors of IIT Bhilai. In any emergent situation, the Director of the Institute may give any relaxation as per GOI rules, which shall be placed in the next meeting of the Board for approval.
4. The posts specified in each category are as approved by the competent authority based on the sanctioned strength for all posts as per norms of the Ministry of Education. The number of sanctioned posts identified and specified in the policy is subject to revision as per the approval of the Board against the prescribed 1.1:10 non-faculty and student ratio.
5. The posts shall be filled by mode and procedure mentioned herein.
6. If the total number of posts multiplied by the percentage earmarked for Direct Recruitment is a non-integer, then the nearest integer lesser than that will be the number of posts for Direct Recruitment. Similarly, If the total number of posts multiplied by the percentage earmarked for Promotion is a non-integer, then the nearest integer higher than that will be the number of posts for Promotion.
For example, if the total number of sanctioned posts for a position is 17 and 43, and the percentage prescribed for Direct Recruitment and promotion is 75% and 25%, respectively, then number of posts for Direct Recruitment for the particular position shall be 12 & 32, respectively, and number of posts for promotion shall be 5 & 11, respectively.
7. Reservation shall be applicable as per Government of India rules issued from time to time.
8. Upper Age limit for direct recruitment shall be as under:

Group ‘A’ –	57 years for the post with Pay Level 14, 50 Years for the post with Pay Level 13, 45 years for posts Pay Level 12 40 years for all other Group ‘A’ Posts (i.e. Pay Level 10)
Group ‘B’ –	35 years for all posts (Pay Level 6)
Group ‘C’ –	30 years for all posts (Pay Level 3)

The BoG may, however, relax the age limits under extraordinary circumstances. Relaxation up to 50 years for Group B & C for regular employees working at the Institute, at least for the last 3 years. Age limits prescribed for the posts are not applicable to promotional posts.
9. The process of the selection shall be carried out as per the relevant clauses of the Act/Statutes of the Institute.
10. The Competent Authority shall have the right to set additional criteria to restrict the number of candidates to be called for the Test/Interview based on the recommendation of the screening/shortlisting committee.
11. Although the institute provides faster career growth through LDE/DPC, MACPS shall continue to co-exist.
12. The RRPP shall be reviewed from time to time as per the requirements.

1. INTRODUCTION

The Administrative and Technical staff of IIT Bhilai are an integral part in achieving the Institute's goals of excellence in Academics and Research. They perform multiple roles across Departments, Centres, and administrative sections and therefore, have to be competent and up-to-date in knowledge and skills. Therefore, the institute makes every possible effort to recruit non-teaching employees with high competence and willingness to work in a multicultural environment.

“IITs are allowed to design their administrative/management/technical staff structure as per requirement after due approval from the Board of Governors keeping in mind sustainability of expenditure on this account”.

(Ref: Ministry of Education letter 32-14/2013/TS-I dated 10.06.2013)

Accordingly, IIT Bhilai - Recruitment Rules and Promotion Policy (First Revision 2025) for Administrative and Technical posts is prepared after examining the sustainability of expenditure and found feasible as per the Budget allocation of the Ministry.

2. OBJECTIVE

- To appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- To strike a healthy balance between the functional requirements of the Institute and the career progression of the non-academic employees.
- To ensure a fair process of selection in accordance with Act and Statutes of the Institute along with the guidelines/directions issued by the Government of India from time to time.
- To provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals.

3. COMMENCEMENT

These policies shall come into force with effect from the date of its adoption by the Board of Governors, IIT Bhilai.

4. DEFINITIONS

In these policies, unless the context otherwise requires:

- a. “Direct Recruitment” means filling up the vacancies at prescribed level of a cadre through open advertisement.
- b. “Deputation” means recruitment of an employee from outside the cadre or from outside the direct line of promotion for a limited period by the end of which the employee will normally revert back to the parent cadre.
- c. “Promotion” means advancement of an employee from a lower post to a higher post within a cadre, through a defined evaluation process.

- d. “Absorption” means a process where an employee recruited on terms of deputation may be absorbed on his/her position by the Institute.
- e. “Cadre” means the strength of a service or part of a service sanctioned as a separate unit.
- f. “Group” means is a set of posts classified as per the DoPT Office Memorandum No. 11012/10/2016-Estt.A-III dated 08th December 2017.
- g. “Post” means a position with a specified designation and Level. The nomenclature of posts has been devised to bring homogeneity across different cadres as far as possible vis-à-vis functional requirements of the Institute.
- h. “Levels” means categorization of the posts in hierarchy based on the pay structure as per the Seventh Central Pay Commission subject to any subsequent modification/revision.

5. CATEGORIES OF POSTS

For the purpose of these rules, the non-academic posts of IIT Bhilai have been classified into two categories – *Administrative and Technical*.

The details of categories of posts, designations and Pay Levels are provided herein.

6. SANCTIONED STRENGTH

The sanctioned strength is the total number of staff - cadre wise - as determined by the Director of this Institute and subsequently authorized by the Board of Governors as per the instructions of the Ministry of Education vide letter no. F.32-14/2013/TS-I dated 10.06.2013. *Creation of additional posts will require specific approval of the Ministry of Education. The number of employees shall not exceed the sanctioned strength and shall be termed as operating strength.*

The Director shall propose the number of post(s) in each level within the total post sanctioned for IIT Bhilai for the Board’s approval as per MoE norms. The present sanctioned strength has arrived on the basis the student and non-faculty ratio of 10:1.1, which will be reviewed from time to time depending upon the student’s strength.

IIT Bhilai is allowed to design its administrative/management/technical staff structure as per requirement after due approval from the Board of Governors keeping in mind sustainability of expenditure on this account. To ensure the efficient functioning of the institute, and in response to evolving academic and administrative requirements, including the operational needs arising from Phase B expansion, the institute may restructure Group A, Group B, and Group C posts, either within the group or outside, with the approval of the Board of Governors. Such restructuring may include, but shall not be limited to, the conversion of administrative posts into technical posts and vice versa, creation, revival, continuation, transfer, up-gradation, down-gradation, abolition, merger, redesignation, or reallocation of posts within the group without exceeding the overall sanctioned strength of each group, as necessary to support institutional priorities, maintain an appropriate faculty-to-non-teaching staff ratio, and strengthen administrative and technical capabilities.

As per the approval of MoE regarding expansion of academic and infrastructure capacity of five 3G IITs (Phase-B), the present sanctioned strength of non-teaching staff is **279**, which after the due process has been bifurcated in administrative and technical cadres as per the following.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

S No	Cadre		Group			Sanctioned strength
			A	B	C	
1.	Administrative	Administrative	19	32	81	132
2.		Security & Safety	1	2	-	3
3.		Language Promotion	-	1	-	1
4.		Training & Placement	1	-	-	1
5.	Technical	Technical	10	24	68	102
6.		Estate	6	6	13	25
7.		Library	1	2	-	3
8.		Counselling	1	1	-	2
9.		Health Centre	2	4	-	6
10.		Physical Education	1	2	-	3
11.		Creche	-	-	1	1
Total			42	74	163	279

Group A

Administrative Cadre

S. No.	Designation of the Post	Pay Level	Sanctioned number
1.	Registrar (R)	Level 14	1
2.	Deputy Registrar (DR)	Level 12	6
3.	Assistant Registrar (AR)	Level 10	12
4.	Security-Cum-Fire Officer (SCFO)	Level 10	1
5.	Training and Placement Officer (TPO)	Level 10	1
Total			21

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

Technical Cadre

S. No.	Designation of the Post	Pay Level	Sanctioned number
1.	Technical Officer (TO)	Level 10	10
2.	Superintending Engineer (SE)	Level 13	1
3.	Assistant Executive Engineer (AEE)	Level 10	5
4.	Medical Officer (MO)	Level 10	2
5.	Assistant Librarian (AL)	Level 10	1
8.	Counsellor (C)	Level 10	1
9.	Sports Officer (SO)	Level 10	1
Total			21

Group B

Administrative Cadre

S. No.	Designation of the Post	Pay Level	Sanctioned number
1.	Junior Superintendent (JS)	Level 6	32
2.	Assistant Security Officer (ASO)	Level 6	1
3.	Assistant Fire Officer (AFO)	Level 6	1
4.	Junior Hindi Officer (JHO)	Level 6	1
Total			35

Technical Cadre

S. No.	Designation of the Post	Pay Level	Sanctioned number
1.	Junior Technical Superintendent (JTS)	Level 6	24
2.	Junior Engineer (JE)	Level 6	6
3.	Staff Nurse (SN)	Level 6	4
4.	Junior Library Superintendent (JLS)	Level 6	2
5.	Junior Counsellor (JC)	Level 6	1
6.	Junior Sports Officer (JSO)	Level 6	2
Total			39

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

Group C

Administrative Cadre

S. No.	Designation of the Post	Pay Level	Sanctioned number
1.	Junior Assistant (JA)	Level 3	81
Total			81

Technical Cadre

S. No.	Designation of the Post	Pay Level	Sanctioned number
1.	Junior Technical Assistant (JTA)	Level 3	68
2.	Junior Mechanic (JM)	Level 3	13
3.	Creche Operator (CO)	Level 3	1
Total			82

Allocation of additional strength sanctioned in future shall be made as per the requirement of the institute. Restructuring of the above positions within the group or outside may also be operated with the approval of the board of governors of IIT Bhilai.

6.1 Redesignation/ Restructuring of existing posts

Existing posts shall be redesignated/ restructured as follows.

Existing		Redesignated/ Restructured	
Post	Pay Level	Post	Pay Level
Deputy Registrar	Level 13	Joint Registrar	Level 13
Senior Computer Engineer	Level 10/11	Technical Officer	Level 10/11
Industrial Liaison Officer	Level 10	Training and Placement Officer	Level 10
Security Officer	Level 10	Security-Cum-Fire Officer	Level 10
Assistant Student Counsellor	Level 10	Counsellor	Level 10
Senior Superintendent (Technical)	Level 9	Senior Technical Superintendent	Level 9
Junior Superintendent	Level 7	Superintendent	Level 7
Junior Superintendent (Technical)	Level 7	Technical Superintendent	Level 7

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

Junior Superintendent (Technical)*	Level 7	Library Superintendent	Level 7
Junior Superintendent (Technical)	Level 6	Junior Technical Superintendent	Level 6
Assistant Security Officer	Level 9	Assistant Security Officer	Level 6
Fire Inspector	Level 6	Assistant Fire Officer	Level 6
Junior Account Officer	Level 6	Junior Superintendent	Level 6
Senior Library Information Assistant	Level 6	Junior Library Superintendent	Level 6
Hindi Officer	Level 6	Junior Hindi Officer	Level 6
Senior Assistant (Technical)	Level 5	Senior Technical Assistant	Level 5
Senior Assistant (Accountant)	Level 5	Senior Assistant	Level 5
Pre-Primary Teacher	Level 4	Creche Operator	Level 3
Junior Assistant (Accountant)	Level 3	Junior Assistant	Level 3

* Applicable to incumbent positioned in library only.



6.2 Abolishment of existing posts

The following posts shall be abolished.

Positions	Pay Level	No. of Positions
Institute Engineer	Level 14	1
Librarian	Level 14	0
Assistant Manager	Level 6	1
Library Information Assistant	Level 5	2
Pharmacist	Level 5	1
Assistant Mess Manager	Level 5	2
Assistant Caretaker	Level 5	2
Driver	Level 4	2
Cook	Level 4	2
Masalchi-cum-Bearer	Level 3	2

7. RECRUITMENT AND PROMOTION

Recruitment to any regular post in the Institute shall be made from among eligible candidates, based on the recommendations of a duly constituted Selection Committee. The Selection Committee shall take all relevant aspects into consideration while determining the eligibility of candidates in accordance with the applicable rules.

7.1. Committees for Recruitment and Promotion

As per clause 17 (Appointments and Procedures for Appointment) of the Statutes of IIT Bhilai (Page 890), the structure of committees for Recruitment and Promotion shall be as follows:

Selection Committee for Group A positions:

- (i) Chairman – Director or his nominee.
- (ii) Member – Deputy Director or one of the Deans or a Professor nominated by the Director.
- (iii) Members – Two nominees of the Board.
- (iv) Member – Registrar*

Selection Committee for Group B and C positions:

- (i) Chairman – Director or his nominee.
- (ii) Member – A nominee of the Board.
- (iii) Member – Head of the Department concerned or the Registrar*, as the case may be.
- (iv) Member – An expert from the staff of the Institute nominated by the Director.

Note:

- i. It must be ensured that the Selection Committee must have one women member and one member of the reserve category for which the vacancy is being advertised.
- ii. *As per 12 (xi) of Statutes of IIT Bhilai, “If for any reason, the Registrar is temporarily absent, for a period not exceeding one month, the Director shall take over or assign to any member of staff of the Institute, any of the functions of the Registrar as he or she deems fit.”

7.2. Methods of Recruitment and Promotion

Recruitment and Promotion to various posts shall be carried out through one of the following methods, as applicable:

- (a) Direct Recruitment**
- (b) Promotion**
- (c) On Deputation**
- (d) On Contract/Tenure**
- (e) On Compassionate Appointment**

(a) Direct Recruitment

“Direct Recruitment at IIT Bhilai” refers to the process of filling a post by inviting applications from eligible candidates through open advertisement and selecting them on merit, without considering promotion, deputation, or absorption from within the Institute. The candidates will be evaluated by the duly constituted selection committee as per the following:

(i) Selection Criteria for Group A Positions (for Level 13 and above):

Criteria	Marks
Step I: Presentation	30
Step II: Presentation/ Interview	70
Total	100

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

(ii) Selection Criteria for Group A Positions (Upto Level 12):

Criteria	Marks
Step I: Written Test/ Trade Test	30
Step II: Presentation/ Interview	70
Total	100

(iii) Selection Criteria for Group B Positions:

Criteria	Marks
Step I: Written Test	60
Step II: Presentation/ Trade Test	40
Total	100

(iv) Selection Criteria for Group C Positions:

Criteria	Marks
Step I: Written Test	70
Step II: Trade Test	30
Total	100

Qualifying marks for all positions through Direct Recruitment shall be 50 (at least 50% marks for each step).

(b) Promotion

(b).1 Promotions through Departmental Promotion Committee (DPC)

Non-selection (NS) Promotions through the Departmental Promotion Committee (DPC) shall be considered for employees serving in regular scale at IIT Bhilai, subject to the minimum qualifying service as specified in the eligibility criteria. The composition of the DPC shall be the same as the selection committee. To uphold excellence and fairness in the promotion process, the DPC will evaluate the candidate based on the following promotional criteria for Group A, B and C positions:

(i) Criteria for Group A Positions through DPC:

Criteria	Marks
Step I: APARs (for the last 5 years)	50
Step II: Presentation / Interaction	50
Total	100

(ii) Criteria for Group B Positions through DPC:

Criteria	Marks
Step I: APARs (for the last 5 years)	60
Step II: Presentation	40
Total	100

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

(iii) Criteria for Group C Positions through DPC:

Criteria	Marks
Step I: APARs (for the last 5 years)	70
Step II: Trade Test	30
Total	100

Qualifying marks for all promotions through DPC shall be 60 (at least 50% marks for each step) and a minimum of Very Good or 60% in APAR rating, whichever is higher.

(b).2 Promotions through Limited Departmental Examination (LDE)

Promotions through the Limited Departmental Examination (LDE) shall be considered upon completion of the required number of years of regular service in the feeder post at IIT Bhilai. Promotions of departmental candidates shall be carried out in accordance with the following:

1. Through a Selection Committee constituted by the Competent Authority.
2. In the hierarchical structure of the respective cadre.
3. Based on the prescribed selection process specific to each position.
4. With due consideration of merit.

The following procedure shall be followed:

- i. The Institute shall invite applications for the posts through an internal advertisement published on the Institute website.
- ii. Applications received in response to the internal advertisement referred to in point (i) above shall be scrutinized for eligibility by a Scrutiny/Shortlisting Committee, to be constituted by the Competent Authority of IIT Bhilai. In cases where the number of applications exceeds the number of advertised vacancies, the Scrutiny/Shortlisting Committee may prescribe additional shortlisting criteria. These may include, but are not limited to, academic performance and/or relevant years of experience of the applicants.
- iii. The shortlisted applications shall be placed before the Director for approval. Upon receiving due approval, the shortlisted candidates will be invited to appear for Written Test(s) or Presentation/ Interaction, as decided by the Competent Authority.
- iv. The suitability of employees shall be assessed based on their performance recorded in the Annual Performance Appraisal Reports (APARs) of the last five years, along with the selection criteria specified by the Selection Committee. For all promotions, the APAR grading should be a minimum of Very Good or 60% in APAR rating, whichever is higher

The following criteria for conducting Limited Departmental Examination (LDE) shall be adopted for Group A, B and C positions:

(i) Criteria for Group A Positions through LDE:

Criteria	Marks
Step I: Written Test	30
Step II: Presentation/Interaction	70
Total	100

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

(ii) Criteria for Group B Positions through LDE:

Criteria	Marks
Step I: Internal Assessment/ Written test	60
Step II: Presentation	40
Total	100

(iii) Criteria for Group C Positions through LDE:

Criteria	Marks
Step I: Internal Assessment/Written test	70
Step II: Trade Test	30
Total	100

Qualifying marks for all promotions through LDE shall be 50 (at least 50% marks for each step) and a minimum of Very Good or 60% in APAR rating, whichever is higher.

Normally, DPC/LDE shall be scheduled twice a year, preferably in the months of February and August, subject to the occurrence of eligible cases for promotion and vacancy. Minimum qualifying service for Non-selection (NS) promotions/financial upgradations through DPC are as per Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training OM F. No. AB-14017/4/2021-Estt.(RR) dated 20.09.2022. The minimum qualifying service, as amended by DoPT from time to time, shall be applicable for Non-Selection (NS) promotions/financial upgradations through the DPC. For selection/vacancy-based promotions through LDE wherever proposed, eligibility shall be subject to completion of the required number of years of regular service in the feeder post at IIT Bhilai, namely, residency period of five (5) years for Group A and Group B posts, and six (6) years for Group C posts. Similar to LDE practices followed in other IITs and LDCE conducted by DoPT for fast-track promotions for departmental/internal employees, the LDE process for internal existing employees at IIT Bhilai shall prescribe the above-mentioned residency period in the feeder post and educational qualifications as those prescribed for Direct Recruitment, i.e., Educational and other qualifications required for Direct Recruitment. After joining the service at IIT Bhilai, an existing employee shall be considered for one (01) selection/vacancy-based promotion. An existing employee who has already availed the prescribed number of selection/vacancy-based promotion(s) after joining the service at IIT Bhilai shall be considered for Non-Selection (NS) promotions/financial upgradations.

(c) On Deputation

Appointment to required positions may be made on deputation if suitable candidates are not available through direct recruitment or other means, based on the requirements of the Institute. Officers working under Central/ State Governments, Union Territories, their universities or Institutions, Autonomous Bodies, Government Laboratories, Statutory Organizations, Public Sector Undertakings (PSUs), or Public Sector Enterprises (PSEs) are eligible to apply for deputation. In addition to the specific norms for the position, candidates must meet the following criteria:

- holding an analogous post on a regular basis, or
- having the required number of years of regular service in the immediate lower grade or an equivalent post.

Additional eligibility requirements for such candidates will be specified as per the needs of the particular position.

(d) On Contract

The institute may appoint individuals on a Contract or Tenure basis, based on the recommendations of the Selection Committee. Such appointments shall initially be for a period of one year, which may be extended, upon satisfactory performance, for a maximum period of up to three (3) years, except for the tenure-based positions as defined at the appropriate position.

(e) On Compassionate Appointment

The institute would follow compassionate appointment for dependent family members dying in service or retired on medical grounds as per Government of India guidelines amended from time to time. The Compassionate Appointment applications will be addressed to the Director, IIT Bhilai, and will be submitted in the Recruitment Cell of this Institute. An appropriate committee, with at least three members, including the Registrar, as approved by the appointing authority, shall consider all such applications and make appropriate recommendations to the Competent Authority within 15 days of receipt of the application.

7.3. Procedure for recruitment (Direct/on Deputation/on Contract)

The following procedure shall be followed.

7.3.1. Release of Advertisement

All the above-mentioned posts shall be filled by advertisement, and the authority competent to make an appointment to the post shall decide whether a particular post is to be filled by advertisement. Where a post is to be filled by open recruitment, an advertisement shall be released in such a way that appropriate regions of the country are covered. Generally, a minimum of 14 days from the date of the first appearance of the advertisement should be given for receipt of applications. The advertisement will be hosted on the website of the institute. To reduce expenditure on advertisement, an abridged notification could be released through newspapers with an advice to see complete details on the Institute's website.

7.3.2. Screening/ Shortlisting Committee

Applications received in response to an advertisement shall be screened by screening/ shortlisting committees duly formed by the competent authority, with a minimum of three members. The Screening/ Shortlisting Committee shall verify the applications and ensure that the minimum eligibility criteria are met before screening an application.

When the applications received for group A positions are too many and it is not considered practical to call all candidates for test/ interview, the applications will be shortlisted by the Screening/ Shortlisting Committee. The committee shall ensure that the number of candidates shortlisted shall not be more than 1:10 for the post at Pay Level 13 and above; 1:15 for the post at Pay Level 12 and below. For this purpose, among all those applicants, who meet the minimum eligibility criteria, the screening/ shortlisting committee shall rank the candidates on a numerical

score given on the basis of education, experience, age, relevancy of experience etc. Merely meeting the minimum eligibility criteria shall not guarantee the candidate to be called for interview/ written test. The lists of shortlisted and non-shortlisted applicants, along with reasons for non-shortlisting, shall be published on the Institute website. This shall be followed by a period of a minimum of seven (7) days during which applicants may submit objections or comments. Objections or comments received after the prescribed period shall not be considered. The Screening/ Shortlisting Committee shall consider any objections or comments received within the prescribed period and finalize the shortlisted candidates accordingly. Applicants shortlisted by the committee shall be called for the selection process after obtaining the approval of the competent authority.

7.3.3. Written Test

Wherever required, written test shall be conducted to shortlist the screened-in candidates for further selection process. Trade/other test may also be held besides the written test, if deemed fit. The candidates recommended for interview shall not normally be more than ten (10) times of the number of vacancies proposed to be filled up. The report of the performance of the candidates in the tests will be made available to the Selection Committee.

7.3.4. Proceedings of Selection Committee

The selection committee shall make the recommendation for selection of candidates based on their credentials, interviews, presentations and tests as applicable for the post. The selection committee may also choose to make a waiting list, which shall be in order of merit and category of post. The selection committee will also recommend the pay, including merit-based increments, if applicable, to be offered to the candidates. If the candidates interviewed are not found suitable/competent, then the Selection Committee may decide not to select any candidate for the advertised position.

7.3.5. Approval of Recommendations of Selection Committee

Recommendations of the selection committee shall be approved by the Competent Authority to make appointment to the post, before offering appointments.

7.3.6. Offers of Appointment

On the basis of the approval of the Competent Authority, offers of appointments shall be issued to the selected candidates. It will indicate the salary, other admissible allowances, duration of appointments and other terms and conditions of service as applicable from time to time, and prescribe the date by which acceptance of offer is to be communicated by the candidate. The candidate shall be given a nominal time of 45 days to join their posts, which can be extended for another 45 days on the request of the candidate. The offer shall remain withdrawn after the lapse of the above period if not joined. In exceptional circumstances, the Competent Authority may consider further extension depending on the situation upon the request of the candidate. Pay fixation/ Pay protection as per GoI norms amended from time to time shall be available to the candidates.

7.3.7. Validity of Panel/ Waitlist

The recommendations of a selection committee shall remain valid only for a period of one year from the date of approval by the Competent Authority. During this period, if a vacancy arises in one of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date, the offer could be made to the next candidate on the panel. The waiting list prepared by the selection committee shall lapse on the date when all the candidates, who are offered appointment to the respective posts, join the institute or one-year limitation, whichever is earlier.

7.3.8. Term of Appointment

All the appointments against the notified positions for the mode of recruitment being 7.2(a) shall ordinarily be made on probation for a period of one year or the attainment of the age of superannuation, whichever is earlier. After the period of probation (including extension if any) the appointee if confirmed shall continue to hold office subject to the provisions of the Act and the Statutes till the end of the month in which the appointee attains the age of superannuation as may be prescribed from time to time.

All the appointments against the notified positions for mode of recruitment being 7.2(b) shall be as per the continuation of previous service but not exceeding the age of attainment of superannuation at IIT Bhilai for the notified position. For selection/vacancy-based promotions through LDE, there shall be probation for a period of one year or the attainment of the age of superannuation, whichever is earlier. After the period of probation (including extension if any) the appointee if confirmed shall continue to hold office subject to the provisions of the Act and the Statutes till the end of the month in which the appointee attains the age of superannuation as may be prescribed from time to time. However, there shall be no probation in case of promotion through LDE from one Level to another Level within the same group, i.e., Group A to Group A, Group B to Group B, or Group C to Group C.

All the appointments against the notified positions for mode of recruitment being 7.2(c) shall be made for a period not exceeding 5 years of tenure or age of superannuation, whichever is earlier.

All the appointments against the notified positions for mode of recruitment being 7.2(d) shall be made for a period not exceeding 3 years of tenure or age of superannuation, whichever is earlier.

The appointment of Registrar of IIT Bhilai shall be only for a five-year contract/deputation or up to the age of superannuation, whichever is earlier. The contract may be renewed for similar terms of a maximum of a five-year contract or up to the age of superannuation, whichever is earlier.

The appointing authority shall have the power to extend the period of probation of any appointee for such periods as may be found necessary but not exceeding one year.

8. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience prescribed shall be the minimum required for the posts. The prescribed experience should have been obtained in relevant field. A candidate with higher educational qualifications/ better experience than the minimum prescribed be considered only for the post for which he/ she has applied and not for any other higher posts. Similarly, a candidate who has applied for a specific post shall not be considered for a lower post on the ground that he possesses the lower qualifications/ experience.

9. APPLICATION FEE

A non-refundable application fee shall be collected through online mode at the time of the submission of application. Concessional application fee shall be applicable to the candidates belonging to SC/ST/ PWD and female provided documentary proof for the same is submitted at the time of applying online.

The application fee is as follows.

Group	UR/ OBC-NCL/ EWS	SC/ST/ PWD/ Female
Group A	Rs 1000	Rs 500
Group B & C	Rs 500	Rs 250

Candidates applying for more than one post need to pay the application fee separately for each post. No application fee will be applicable for internal candidates. The application fee will be reviewed from time to time by the competent authority.

10. TA TO CANDIDATES

Candidates attending the Screening Tests, such as the written test, trade test, or skill test, will not be reimbursed TA. Only candidates qualifying for the interview will get reimbursement. Candidates will be reimbursed to and fro rail fare from the place of their office/ hometown to Bhilai/Durg and back by the shortest route, for which copies of the tickets will be required to be submitted.

Travelling allowance as per the following shall be reimbursed.

Group	TA
Group A	Pay level 12 and above - Upto 2 nd AC rail fare or Economy air fare. Below Pay level 12 - Upto 2 nd AC rail fare.
Group B	Upto 3 rd AC rail fare
Group C	Upto Sleeper rail fare

This will be reviewed time to time by the competent authority.

11. MEDICAL EXAMINATION

Every employee shall prior to taking up the appointment, be medically examined and be certified fit for service by the medical officer of the rank specified.

12. VERIFICATION OF CHARACTER AND ANTECEDENTS

The institute will get verification of character and antecedents of selected candidates done. These candidates may be allowed to join the post provisionally pending verification.

13. RESERVATIONS AND CONCESSIONS IN APPOINTMENT

Reservations, relaxations of age limit and other concessions required to be provided to the Scheduled Castes (SC), the Schedule Tribes (ST), Other Backward Class (OBC) and Persons with Disability (PwD) or any other special categories of persons in accordance with the orders issued by the MoE from time to time in this regard. The reservation roster shall also be updated and countersigned by the Liaison Officers as per usual instructions to ensure fair representation of SC/ST/OBC/PwD candidates/ employees.

14. RE-EMPLOYMENT

Employees leaving IIT Bhilai shall not automatically be considered for re-employment with IIT Bhilai. However, they would be at liberty to respond to the advertisements. There shall be no special consideration on prescribed criteria as regards age, qualification etc. and standards fixed for selection. This clause of re-employment is not applicable to employee, who have superannuated.

15. SPECIAL POWERS

The Appointing Authority shall have the powers to:

- a. Relax any of the provisions to resolve difficulties in the implementation of the processes.
- b. Allocate the approved posts among various units.
- c. Increase or decrease the number of vacancies advertised in any particular advertisement, provided that the overall number of positions in the said posts remains unchanged.

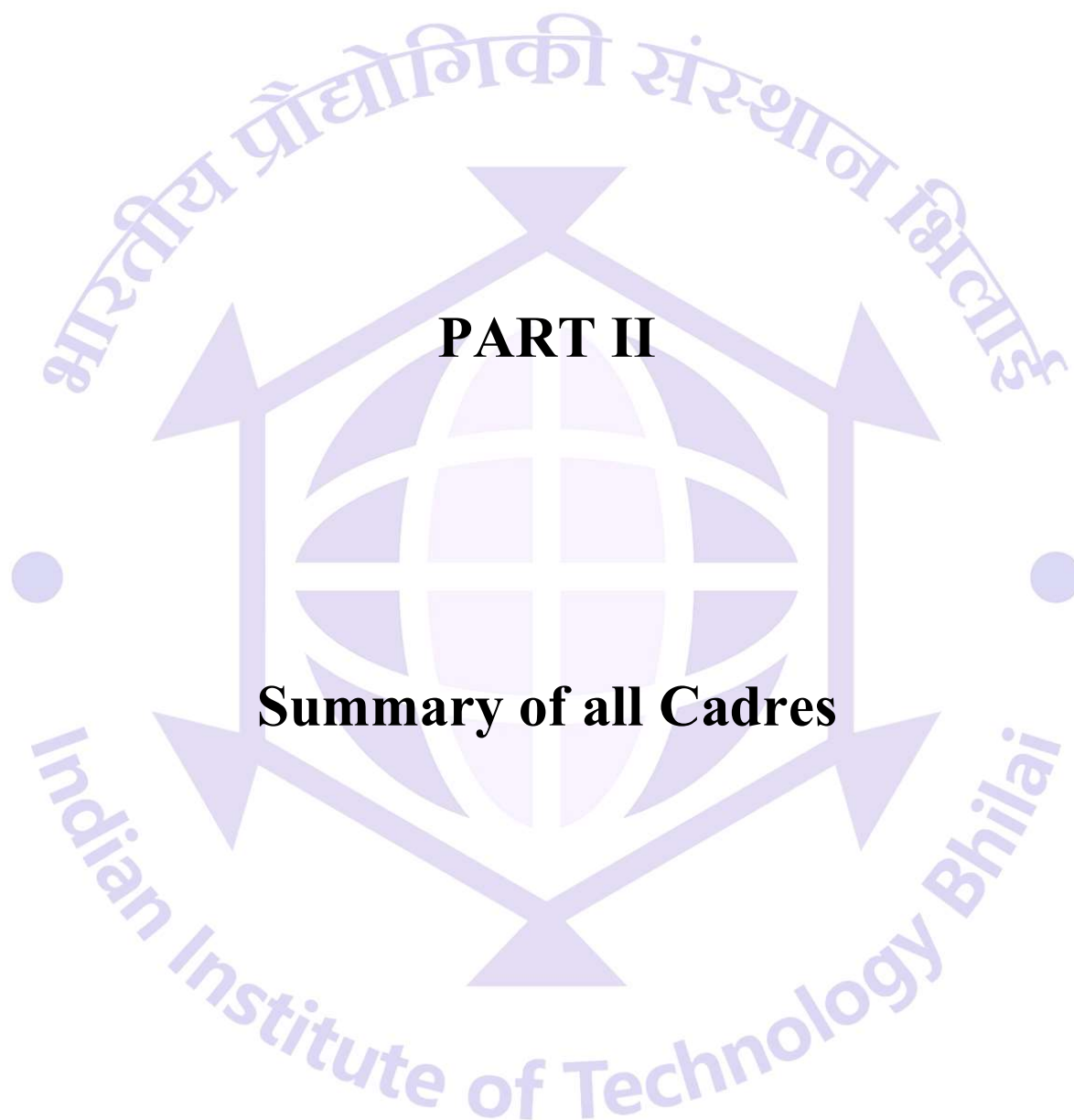
Any such special powers exercised by the Competent Authority shall be reported to the Board of Governors. In the event of any doubt regarding the interpretation of these provisions, the matter shall be referred to the Board of Governors for a decision, which shall be final and binding.

16. CONDITIONS OF SERVICE

The conditions of service relating to Pay, Allowances, Leave, Age of Superannuation, Retirement Benefits, Medical Facilities, and other service conditions shall be governed by the Acts and Statutes of IIT Bhilai and as per the directions issued by the Government of India (GoI), as applicable from time to time.

17. APPOINTING AUTHORITY

Appointing Authority for various non-academic posts shall be as per the Section 25 of the IIT Act 1961, and as amended from time to time.



PART II

Summary of all Cadres

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

Summary of All Cadres

Classification	Name of position	Pay Level	No. of Positions	Method of recruitment		Upper Age	Minimum qualifying service for promotion
				Direct Recruitment	Promotion		
Administrative Cadre							
Group A	Registrar	L14	1	100		57	L13-L13A: 2 Yrs L12-L13: 5 Yrs L11-L12: 5 Yrs L10 -L12: 5yrs L10 - L11: 5 Yrs L7- L9: 5 Yrs L7-L10: 5 Yrs L6-L7: 5 Yrs L5-L6: 5 Yrs L3-L5: 6 Yrs
	Additional Registrar	L13A	6		100 (NS)		
	Joint Registrar	L13			100 (NS)		
	Deputy Registrar	L12	12	50	50 (LDE)	45	
	Assistant Registrar Grade II	L12			100 (NS)		
	Assistant Registrar Grade I	L11			100 (NS)		
	Assistant Registrar	L10		50	50 (LDE)	40	
Group B	Senior Superintendent	L9	32		100 (NS)		
	Superintendent	L7			100 (NS)		
	Junior Superintendent	L6		50	50 (LDE)	35	
Group C	Senior Assistant	L5	81		100 (LDE)		
	Junior Assistant	L3		100		30	
Technical Cadre							
Group A	Principal Technical Officer	L13A	0		100 (NS)		L13-L13A: 2 Yrs L11-L12: 5 Yrs L10-L11: 5 Yrs L7 - L9/L10: 5 Yrs L6-L7: 5 Yrs L5-L6: 5 Yrs L3-L5: 6 Yrs
	Principal Technical Officer	L13		100		50	
	Senior Technical Officer	L12	10		100 (NS)		
	Technical Officer	L11			100 (NS)		
	Technical Officer	L10		50	50 (LDE)	40	
Group B	Senior Technical Superintendent	L9	24		100 (NS)		
	Technical Superintendent	L7			100 (NS)		
	Junior Technical Superintendent	L6		50	50 (LDE)	35	
Group C	Senior Technical Assistant	L5	68		100 (LDE)		
	Junior Technical Assistant	L3		100		30	
Estate Cadre							
	Senior Superintending Engineer	L13A	1		100 (NS)		L13-L13A: 2 Yrs L11-L12: 5 Yrs L10-L11: 5 Yrs L7 - L9/L10: 5 Yrs L6-L7: 5 Yrs L5-L6: 5 Yrs L3-L5: 6 Yrs
	Superintending Engineer	L13		100		50	
	Senior Executive Engineer	L12	5		100 (NS)		
	Executive Engineer	L11			100 (NS)		
	Assistant Executive Engineer	L10		50	50 (LDE)	40	
	Assistant Engineer	L9	6		100 (NS)		

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

Classification	Name of position	Pay Level	No. of Positions	Method of recruitment		Upper Age	Minimum qualifying service for promotion
				Direct Recruitment	Promotion		
Group C	Assistant Engineer	L7	13		100 (NS)		
	Junior Engineer	L6		50	50 (LDE)	35	
	Senior Mechanic	L5			100 (LDE)		
	Junior Mechanic	L3		100		30	
Library Cadre							
Group A	Deputy Librarian	L12	1		100 (NS)		L11-L12:5 Yrs L10-L11: 5 Yrs L07-L09: 5 Yrs L06-L07: 5 Yrs L05-L06: 5 Yrs L03-L05: 6 Yrs
	Assistant Librarian	L11			100 (NS)		
	Assistant Librarian	L10		100		40	
Group B	Senior Library Superintendent	L09	2		100 (NS)		
	Library Superintendent	L07			100 (NS)		
	Junior Library Superintendent	L06		100		35	
Security & Safety Cadre							
Group A	Senior Security-Cum-Fire Officer	L12	1		100 (NS)		L11-L12: 5 Yrs L10-L11: 5 Yrs L07-L09: 5 Yrs L06-L07: 5 Yrs
	Security-Cum-Fire Officer	L11			100 (NS)		
	Security-Cum-Fire Officer	L10		100		40	
Group B	Deputy Security Officer/ Deputy Fire Officer	L09	2		100 (NS)		
	Assistant Security Officer / Assistant Fire Officer	L07			100 (NS)		
	Assistant Security Officer / Assistant Fire Officer	L06		100		35	
Counselling Cadre							
Group A	Senior Counsellor	L12	1		100 (NS)		L11-L12: 5 Yrs L10-L11: 5 Yrs L07-L09: 5 Yrs L06-L07: 5 Yrs
	Counsellor	L11			100 (NS)		
	Counsellor	L10		100		40	
Group B	Assistant counsellor	L09	1		100 (NS)		
	Assistant counsellor	L07			100 (NS)		
	Junior Counsellor	L06		100		35	
Health Centre Cadre							
Group A	Senior Medical Officer	L12	2		100 (NS)		L11-L12: 5 Yrs L10-L11: 4 Yrs L07-L09: 5 Yrs L06-L07: 5 Yrs
	Medical Officer	L11			100 (NS)		
	Medical Officer	L10		100		40	
Group B	Senior Staff Nurse	L09	4		100 (NS)		
	Staff Nurse	L07			100 (NS)		
	Staff Nurse	L06		100		35	
Physical Education Cadre							
Group A	Senior Sports Officer	L12	1		100 (NS)		L11-L12: 5 Yrs L10-L11: 5 Yrs L7-L9: 5 Yrs L6-L7: 5 Yrs
	Sports Officer	L11			100 (NS)		
	Sports Officer	L10		100		40	

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

Classification	Name of position	Pay Level	No. of Positions	Method of recruitment		Upper Age	Minimum qualifying service for promotion
				Direct Recruitment	Promotion		
Group B	Assistant Sports Officer	L9	2		100 (NS)		
	Assistant Sports Officer	L7			100 (NS)		
	Junior Sports Officer	L6		100		35	
Training & Placement Cadre							
Group A	Senior Training and Placement Officer	L12	1		100 (NS)		L11-L12: 5 Yrs L10-L11: 5 Yrs
	Training and Placement Officer	L11			100 (NS)		
	Training and Placement Officer	L10		100		40	
Pre-Primary Teaching Cadre							
Group C	Senior Creche Operator	L5	1		100 (LDE)		L5-L6: 5 yrs L3-L5: 6 Yrs
	Creche Operator	L3		100		30	
Language Promotion Cadre							
Group B	Assistant Hindi Officer	L9	1		100 (NS)		L7-L9: 5 Yrs L6-L7: 5 Yrs
	Assistant Hindi Officer	L7			100 (NS)		
	Junior Hindi Officer	L6		100		35	
Red colour indicates entry point in that particular group.							

Note:

- Employees who do not qualify LDE on their first attempt will reappear for the same after 1 year and so on. A maximum of three chances will be given to clear LDE.
- Employees at level 5 who, after qualifying LDE, are not promoted to level 6 due to the non-availability of a position will be considered for one financial upgradation after one year without a change in designation.



PART III

Recruitment and Promotion Schedule

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Registrar
2.	Number of post(s)	1
3.	Classification of post	Group A
4.	Pay Matrix	L14
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 57 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: (i) A Master's degree with at least 55% marks in aggregate or its equivalent of 'B' in the UGC seven-point scale. (ii) At least fifteen (15) years of administrative experience in HR/Admin/ Education, out of which eight (8) years should be in the Pay Level 12 and above of 7th CPC or equivalent pay scale, OR At least fifteen (15) years of experience as Assistant Professor in the Pay Level 11 and above of 7th CPC or equivalent pay scale with adequate experience in academic administration, OR At least eight (8) years of experience as Associate/ Assistant Professor in the Pay Level 12 or above of 7th CPC or equivalent pay scale with adequate experience in academic administration, OR Comparable experience in research establishments and/or other institutions of higher education or research, Desirable: (i) Proven ability in administration, preferably in a large educational or research institution, financial or personal management with the capacity to lead administration in a residential R&D institution.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

		(ii) Additional degree or diploma in Management or Law (iii) Competence in computer skills and all forms of communication.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Deputy Registrar
2.	Number of post(s)	6
3.	Classification of post	Group A
4.	Pay Matrix	L12 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 45 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: (i) A Master's Degree with at least 55% marks, or its equivalent grade of 'B' in the UGC seven-point scale. (ii) Five (5) years of relevant administrative experience as Assistant Registrar or at a post in Pay Level 10 of 7th CPC or equivalent pay scale, OR Nine (9) years of relevant experience as Assistant Professor in the Pay Level 10 of 7th CPC or equivalent pay scale with relevant experience in educational administration, OR Comparable experience in a research establishment and/or other institutions of higher education. Desirable: Candidates should have leadership qualities, practical experience in using relevant software, and experience in one or more of the following areas. Accounting, Auditing and Financial Procedures, OR Administrative matters including legal, recruitment,

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

		establishment, OR Academic matters, maintenance of student records, etc. OR Materials management, Procurement of materials, import procedures, stores, stock verification, etc.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	As per Section 7.1 of this document.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Assistant Registrar
2.	Number of post(s)	12
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: (i) Master's degree with at least 55% marks or its equivalent Grade 'B' in the UGC 7-point scale from a recognized University /Institute. (ii) Minimum of eight (8) years of relevant experience, out of which three (3) years in a Government, Semi-Government organization, recognized university or technological institution in the pay level 7 or equivalent pay (with proof of salary). Desirable: (i) Qualification in the area of Management / Engineering / Law (ii) Experience in handling computerized administration/ legal/ Store and purchase/ financial/ establishment matters (iii) A Chartered or Cost Accountant degree or diploma. (iv) Computer literacy and the ability to work independently will be preferred.
9.	Whether the age and educational qualifications	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

	prescribed for direct recruits will apply in the case of promotions	
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	As per Section 7.1 of this document.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Superintendent
2.	Number of post(s)	32
3.	Classification of post	Group B
4.	Pay Matrix	L6 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: (i) Master's degree in an appropriate discipline* with at least 55% with relevant experience of three (3) years, OR (ii) Bachelor's degree with relevant experience of five (5) years Desirable: (i) Relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

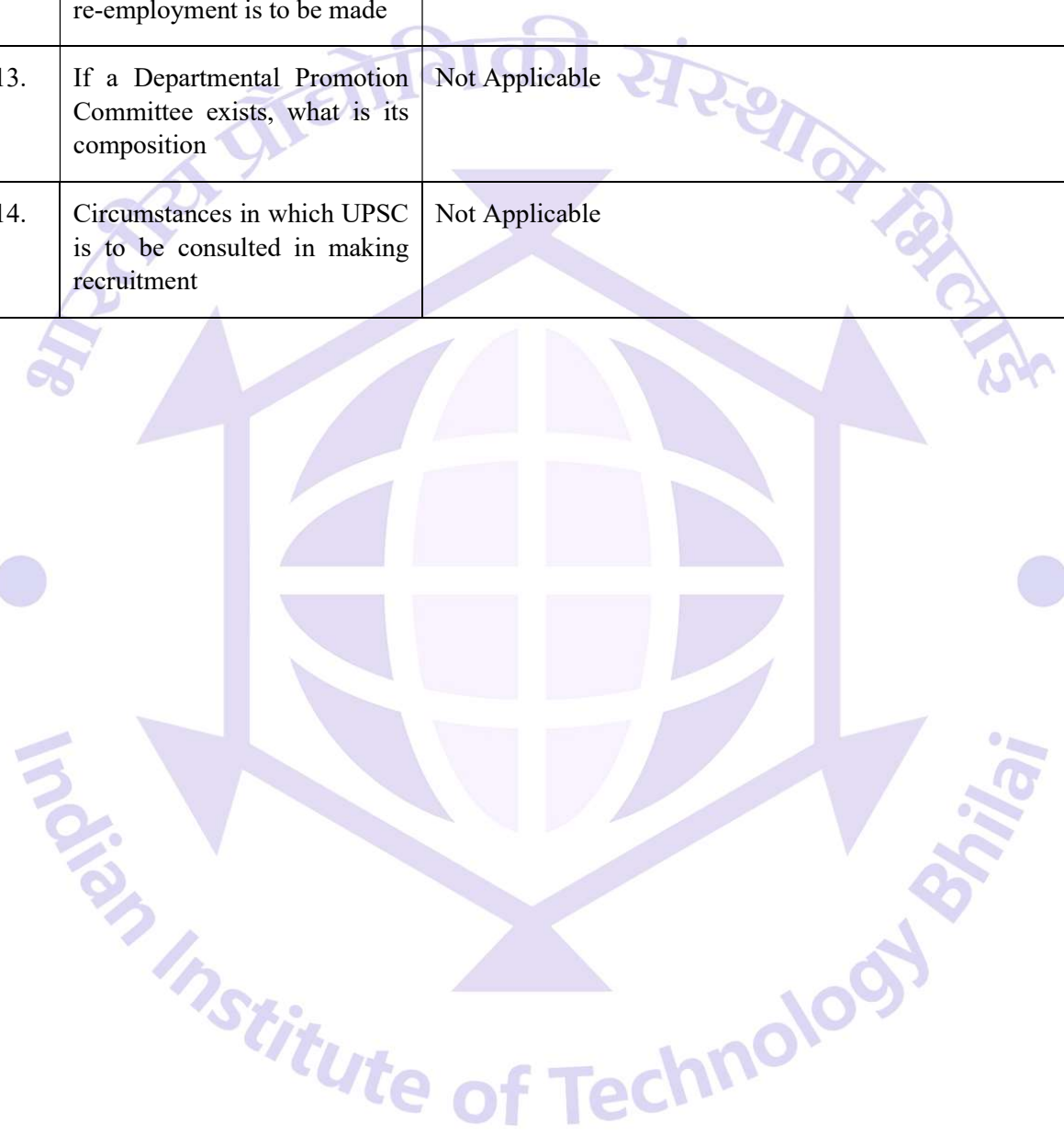
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	As per Section 7.1 of this document.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Assistant
2.	Number of post(s)	81
3.	Classification of post	Group C
4.	Pay Matrix	L3 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 30 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Bachelor's Degree in an appropriate discipline* from recognized university with at least 55% marks. Desirable: Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications such as Word, Excel, Power Point etc.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of	As per Part II (summary of all cadres) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

	posts to be filled by various methods	
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Principal Technical Officer
2.	Number of post(s)	0
3.	Classification of post	Group A
4.	Pay Matrix	L13 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 50 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: M.E/M.Tech or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with twelve (12) years of relevant experience, out of which three (3) years should be in a Government, Semi-Government organization, recognized university, industry or technological institution in the pay level 12 or equivalent pay (with proof of salary). OR B.E/B.Tech/ B.Sc. Engineering (4 years) / Master's Degree in Science/Computer Science/Computer Application or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with fourteen (14) years of relevant experience out of which three (3) years should be in a Government, Semi-Government organization, recognized university, industry or technological institution in the pay level 12 or equivalent pay (with proof of salary). Desirable: To be specified at the time of release of the advertisement.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

		<i>Note: Three (3) years of experience will be considered against a PhD qualification in the relevant discipline.</i>
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Technical Officer
2.	Number of post(s)	10
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: M.Tech. / M.E. or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with five (5) years of relevant experience, out of which three (3) years should be in a Government, Semi-Government organization, recognized university, industry or technological institution in the pay level 7 or equivalent pay (with proof of salary). OR B.Tech. / B.E. / B.Sc. Engineering (4 years) / Master's Degree in Science/Computer Science/Computer Application or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with seven (7) years of relevant experience, out of which three (3) years should be in a Government, Semi-Government organization, recognized university, industry or technological institution in the pay level 7 or equivalent pay (with proof of salary). Desirable: To be specified at the time of release of the advertisement.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

		<i>Note: Three (3) years of experience will be considered against a PhD qualification in the relevant discipline.</i>
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	As per Section 7.1 of this document.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Technical Superintendent
2.	Number of post(s)	24
3.	Classification of post	Group B
4.	Pay Matrix	L6 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: M.Tech. / M.E. or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with one (1) year of relevant experience. OR B.Tech. / B.E. / B.Sc. Engineering (4 years) / Master's Degree in Science/Computer Science/Computer Application or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with three (3) years of relevant experience. OR 3-year Diploma in Engineering/Bachelor's Degree in Science/Computer Science/Computer Application or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with six (6) years of relevant experience. Desirable: To be specified at the time of release of the advertisement.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	As per Section 7.1 of this document.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Technical Assistant
2.	Number of post(s)	68
3.	Classification of post	Group C
4.	Pay Matrix	L3 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 30 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: B.Tech. / B.E. / B.Sc. Engineering (4 years) / Master's Degree in Science/Computer Science/Computer Application or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute. OR 3-year Diploma in Engineering (after 10+2) / Bachelor's Degree in Science/Computer Science/Computer Application or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with three (3) years of relevant experience. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Superintending Engineer
2.	Number of post(s)	1
3.	Classification of post	Group A
4.	Pay Matrix	L13 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 50 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: M.E/M.Tech or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with twelve (12) years of relevant experience, out of which three (3) years should be in a Government, Semi-Government organization, recognized university, industry or technological institution in the pay level 12 or equivalent pay (with proof of salary). OR B.E/B.Tech/ B.Sc. Engineering (4 years) or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with fourteen (14) years of relevant experience out of which three (3) years should be in a Government, Semi-Government organization, recognized university, industry or technological institution in the pay level 12 or equivalent pay (with proof of salary). Desirable: To be specified at the time of release of the advertisement. <i>Note: Three (3) years of experience will be considered against a PhD qualification in the relevant discipline.</i>

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Assistant Executive Engineer
2.	Number of post(s)	5
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: M.Tech. / M.E. or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with five (5) years of relevant experience, out of which three (3) years should be in a Government, Semi-Government organization, recognized university, industry or technological institution in the pay level 7 or equivalent pay (with proof of salary). OR B.Tech. / B.E. / B.Sc. Engineering (4 years) or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with seven (7) years of relevant experience, out of which three (3) years should be in a Government, Semi-Government organization, recognized university, industry or technological institution in the pay level 7 or equivalent pay (with proof of salary). Desirable: To be specified at the time of release of the advertisement.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

		<i>Note: Three (3) years of experience will be considered against a PhD qualification in the relevant discipline.</i>
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	As per Section 7.1 of this document.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Engineer
2.	Number of post(s)	6
3.	Classification of post	Group B Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
4.	Pay Matrix	L6
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: M.Tech. / M.E. or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with one (1) year of relevant experience. OR B.Tech. /B.E. / B.Sc. Engineering (4 years) or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with three (3) years relevant experience. OR 3-year Diploma in Engineering (after 10+2) or equivalent in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute with six (6) years of relevant experience after the qualifying diploma. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

	prescribed for direct recruits will apply in the case of promotions	
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	As per Section 7.1 of this document.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Mechanic
2.	Number of post(s)	13
3.	Classification of post	Group C
4.	Pay Matrix	L3 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 30 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: B.Tech. / B.E. / B.Sc. Engineering (4 years) or equivalent degree in relevant discipline* with at least 55% marks or equivalent CGPA from a recognized University/Institute. OR 3-year Diploma in Engineering (after 10+2) or equivalent in relevant branch* with at least 55% marks or equivalent CGPA from a recognized University/Institute with Three (3) years of relevant experience. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

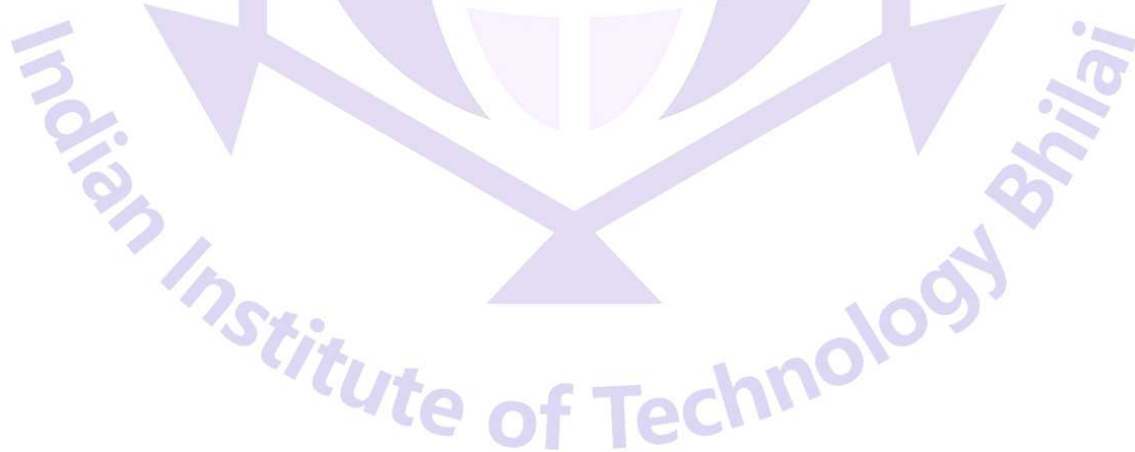
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Assistant Librarian
2.	Number of post(s)	1
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Master's degree in Library Science/ Information Science/ Documentation with at least 55% marks or an equivalent CGPA, with relevant experience of six (6) years , out of which three (3) years should be at level 7 or above in IIT/NITs/IISER/IISc or similar government institution. Desirable: Proficiency in use of computer applications, MS Word, Excel, Power Point, etc. <i>Note: Three (3) years of experience will be considered against a PhD qualification in the relevant discipline.</i>
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Library Superintendent
2.	Number of post(s)	2
3.	Classification of post	Group B
4.	Pay Matrix	L6 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Master's degree in Library science/ Information science/ documentation science or an equivalent professional degree with at least 55% marks or equivalent CGPA, with three (3) years of experience in IIT/NITs/IISER/IISc or similar government institution. OR Bachelor's degree in Library science/ Information science/ documentation science or an equivalent professional degree with at least 55% marks or equivalent CGPA, with five (5) years of experience in IIT/NITs/IISER/IISc or similar government institution. Desirable: Proficiency in use of computer applications, MS Word, Excel, Power Point, etc.
9.	Whether the age and educational qualifications prescribed for direct recruits	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

	will apply in the case of promotions	
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Security-Cum-Fire Officer
2.	Number of post(s)	1
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Bachelor's degree with at least 55% marks or equivalent CGPA from a recognized University/Institute, and ten (10) years of relevant experience (security/firefighting/handling firearms, etc.) in the armed forces/para-military forces/police forces or government institution/organization, out of which three (3) years at Pay Level 7 or above. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by	As per Part II (summary of all cadres) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

	deputation/ transfer (absorption), and percentage of posts to be filled by various methods	
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

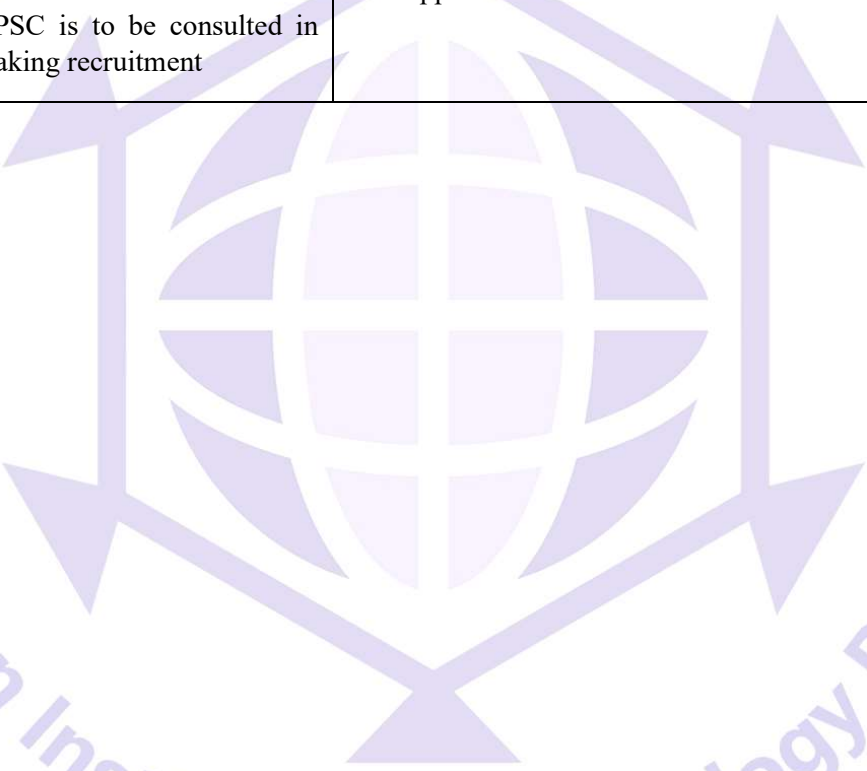


IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Assistant Security Officer / Assistant Fire Officer
2.	Number of post(s)	2
3.	Classification of post	Group B
4.	Pay Matrix	L6 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Bachelor's degree with at least 55% marks or equivalent CGPA from a recognized University/Institute, and five (5) years of relevant experience (security/fire fighting/handling firearms etc.) in the armed forces/para-military forces/police forces or government institution/organization. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer	As per Part II (summary of all cadres) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

	(absorption), and percentage of posts to be filled by various methods	
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable


Indian Institute of Technology Bhilai

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Counsellor
2.	Number of post(s)	1
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Ph.D. degree in a relevant discipline with counseling experience of four (4) years in an academic/medical institution OR Master's degree in Clinical Psychology with a minimum 55% marks or equivalent grade point average with relevant counselling experience of eight (8) years in an academic/medical institution . OR Master's degree in Psychology with a minimum of 55% marks or equivalent grade point average and a diploma in Mental and/or Social Psychology with relevant counselling experience of eight (8) years in an academic/medical institution . Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

	prescribed for direct recruits will apply in the case of promotions	
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Counsellor
2.	Number of post(s)	1
3.	Classification of post	Group B
4.	Pay Matrix	L06 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Master's degree in Clinical Psychology with a minimum 55% marks or equivalent grade point average with relevant counselling experience of three (3) years in an academic/medical institution. OR Master's degree in Psychology with a minimum of 55% marks or equivalent grade point average and a diploma in Mental and/or Social Psychology with relevant counselling experience of three (3) years in an academic/medical institution. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

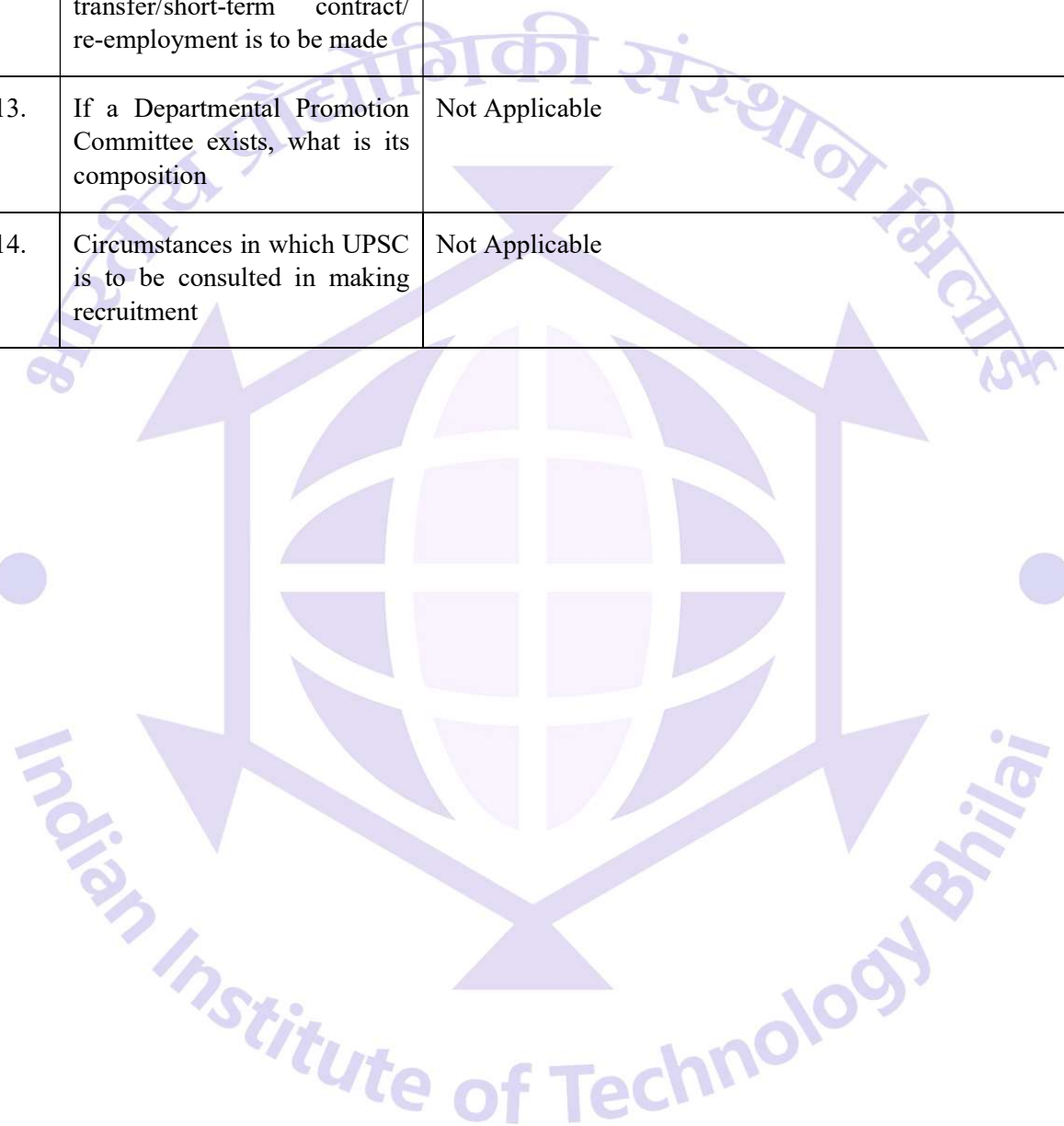
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Medical Officer
2.	Number of post(s)	2
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: MBBS degree from a University recognized by IMC including completion of Compulsory Rotary Internship (CRI) with at least 55% marks or equivalent CGPA and at least three (3) years working experience after the degree in the reputed and recognized hospital with not less than 20 beds. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/transfer	As per Part II (summary of all cadres) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

	(absorption), and percentage of posts to be filled by various methods	
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Staff Nurse
2.	Number of post(s)	4
3.	Classification of post	Group B
4.	Pay Matrix	L6 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: 1. M.Sc. in Nursing with 55% marks or equivalent CGPA with two (2) years of relevant experience OR B.Sc. in Nursing with 55% marks or equivalent CGPA with four (4) years of relevant experience, 2. Registration with Nursing Council Desirable: Minimum three years' experience in Intensive Care Unit (ICU)
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Sports Officer
2.	Number of post(s)	1
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Master's degree in Physical Education (M.P.Ed)/ Sports Sciences or equivalent with at least 55% marks with eight (8) years of relevant experience, out of which three (3) years in the post of pay level 7 or equivalent pay scale in a Government, Semi-Government organization, recognized university, or technological institution of national standing. OR Bachelor's Degree in Physical Education (B.P.Ed)/ Sports Sciences or equivalent with at least 55% marks with ten (10) years of relevant experience, out of which three (3) years in the post of pay level 7 or equivalent pay scale in a Government, Semi-Government organization, recognized university, or technological institution of national standing. Desirable: (i) Preference for experience in IITs/NITs/CFTIs/CUs or similar Govt Organizations. (ii) Should have participated at the State/ National level and;

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

		(iii) Should have specialization in at least one sport such as Athletics, Cricket, Basketball, Badminton, Football on any other sports as per the institute requirements, etc.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Sports Officer
2.	Number of post(s)	2
3.	Classification of post	Group B
4.	Pay Matrix	L6 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Master's degree in Physical Education (M.P.Ed)/ Sports Sciences or equivalent with at least 55% marks with three (3) years of relevant experience in any recognized institution. OR Bachelor's Degree in Physical Education (B.P.Ed)/ Sports Sciences or equivalent with at least 55% marks with five (5) years of relevant experience in any recognized institution. Desirable: (i) Preference for experience in IITs/NITs/CFTIs/CUs or similar Govt Organizations. (ii) Should have participated at the State/ National level and; (iii) Should have specialization in at least one sport such as Athletics, Cricket, Basketball, Badminton, Football on any other sports as per the institute requirements, etc.
9.	Whether the age and educational qualifications prescribed for direct recruits	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

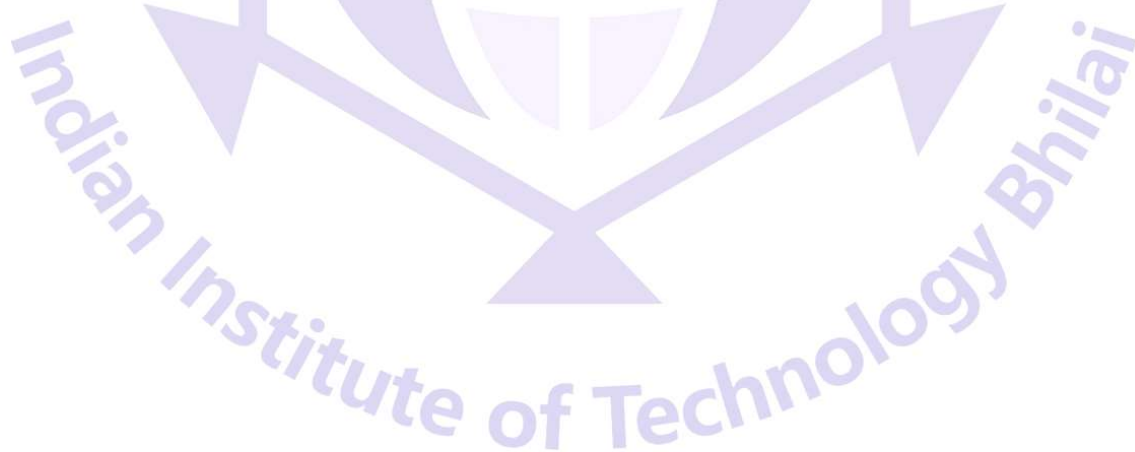
	will apply in the case of promotions	
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Training and Placement Officer
2.	Number of post(s)	1
3.	Classification of post	Group A
4.	Pay Matrix	L10 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 40 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: Engineering graduate with a master's degree in any discipline / M.B.A. or equivalent degree with a minimum of 55% marks or equivalent CGPA with relevant experience of eight (8) years in HR/ TPO in a Government, Semi-Government organization, recognized university, industries or technological institution, out of which three (3) years should be at Pay Level 7 or above in handling recruitment or placement. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Creche Operator
2.	Number of post(s)	1
3.	Classification of post	Group C
4.	Pay Matrix	L3 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 30 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: 1. Senior Secondary School (Class Twelve) certificate or Intermediate or its equivalent with atleast 55% marks from a recognized Board/University. 2. Diploma/Certificate in Nursery Teacher Education programme of a duration of not less than two years or B.Ed. (Nursery) from a recognized institute. 3. Must have passed Hindi at Secondary Level. Desirable: To be specified at the time of release of the advertisement.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

1.	Name of the post	Junior Hindi Officer
2.	Number of post(s)	1
3.	Classification of post	Group B
4.	Pay Matrix	L6 Further promotion/financial upgradation as per Part II (summary of all cadres) of this document.
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 35 Years
8.	Educational and other qualifications required for Direct Recruitment	Essential: 1. Master's degree with 55% or equivalent CGPA from a recognized University in Hindi with English or English with Hindi as a compulsory or elective or as the medium of examination at the degree level OR Master's degree with 55% or equivalent CGPA from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; 2. Three (3) years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking. Desirable: (i) Knowledge of operating Hindi application software packages on a computer. (ii) Experience in translation of technical & scientific documents.
9.	Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable

IIT Bhilai – Recruitment Rules and Promotion Policy (First Revision 2025)
[For Administrative and Technical posts]

10.	Period of probation/Contract, if any	As per Section 7.3.8 of Part I (General Framework) of this document.
11.	Method of recruitment, whether by direct recruitment or by promotion, or by deputation/ transfer (absorption), and percentage of posts to be filled by various methods	As per Part II (summary of all cadres) of this document.
12.	Grade from which recruitment by promotion/ deputation/ transfer/short-term contract/ re-employment is to be made	As per Part II (summary of all cadres) of this document.
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

* Area of specialization shall be notified at the time of advertisement as per the requirement of the Department/Unit.



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